



Entering and Modifying Absences Overview

The **Absence Event** page allows Absence Administrators to enter, edit, delete, or void an absence event on behalf of an employee, timekeeper, or supervisor when they cannot make the adjustment on the timesheet or if extended leave types are required (these are not on the Timesheet). In general, the employee Timesheet should be the primary means of entering absences.

Interfacing agency Absence Administrators should make changes in the agency system of record. If changes are made in Cardinal, it is important that the agency system is also updated to keep the systems aligned.

Note: There are no systematic notifications sent to the employee when absences are added, modified, deleted, or voided. All necessary communication with the employee regarding these actions must be done in accordance with agency procedures outside of Cardinal.

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Adding an Absence Event

1. Navigate to the **Absence Event** page using the following path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

The **Absence Event Search** page displays.

Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name


begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search 

Save Search Criteria

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



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- If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and you must click the **Empl ID** link for the applicable employee. If not, proceed to Step 5.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

< Homepage Absence Event

Absence Event Entry Forecast Messages

Employee ID Empl Record 0 Name

From 03/19/2020 Through 09/15/2020 Refresh

Absence Events ?

☰ Q

Absence Take Process Status Forecast Value ||>

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided
<input type="text"/> Q		<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify Refresh

- The **From** and **Through** dates default and can be changed.
Note: If these default dates do not include the absence date you need to enter, update them as appropriate and click **Refresh** button for the updated time period to display.
- Click the **Absence Take** field **Look Up** icon.



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The **Look Up Absence Take** page displays in a pop-up window.

Look Up Absence Take [X]

Help

Element Name begins with [v] []

Description begins with [v] []

Search Clear Cancel Basic Lookup

Search Results

View 100 1-38 of 38 [v]

Element Name	Description	Country Code
FVC TAKE ELEM	Flex Vacation Leave	USA
FSK TAKE ELEM	Flex Sick Leave	USA
WCP TAKE ELEM	Workers Comp	USA
ALI TAKE ELEM	Annual Leave Incentive	USA
CSL TAKE ELEM	Volunteer Service Leave	USA
LNP TAKE ELEM	Pay Docking	USA

7. Use the scrollbar as needed and select the applicable Absence Take type by clicking the corresponding link in the **Element Name** column.



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The **Absence Event** page displays with the selected absence take type.

Absence Events ②

Q

Absence Take Process Status Forecast Value ||>

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details
CSL TAKE ELEM Q	Volunteer Service Leave				Normal [v]	<input type="checkbox"/>		Details

Save Return to Search Notify Refresh

8. Click the **Details** link.

The **Absence Event Input Detail** page displays in a pop-up window. The **Absence Take** field defaults based on the previous selection.

Absence Event Input Detail

Absence Event

Absence Event Input Detail

Absence Take CSL TAKE ELEM Q

Absence Reason Q

Entry Source Administrator Absence Event

Workflow Status Needs Approval

*Process Action Normal [v]

☐ Voided Indicator

☒ Manager Approved

Absence Type Volunteer Service Leave

Event Priority 0

Last Updated

Process Status Not Processed

Calendar Group ID

Process Date

First Processed Date

9. Click the **Absence Reason** field **Look Up** icon.



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The **Look Up Absence Reason** page displays in a pop-up window.

Absence Reason	Description
SCA	School Assistance
VFD	Volunteer Fire Department
VOL	Other Community Service
VRS	Volunteer Rescue Squad

10. Select the applicable absence reason by clicking the corresponding link in the **Absence Reason** column.

Note: For many absence take types, the reason may be the same as the absence take name.

The **Absence Event Input Detail** page displays with the selected absence reason.

Absence Event

Absence Event Input Detail

Absence Take: CSL TAKE ELEM

Absence Reason: SCA School Assistance

Entry Source: Administrator Absence Event

Workflow Status: Needs Approval

*Process Action: Normal

Absence Type: Volunteer Service Leave

Event Priority: 0

Last Updated

Process Status: Not Processed

Calendar Group ID

Process Date

First Processed Date

Absence Begin / End Data

*Begin Date

End Date

Original Begin Date

Partial Days: None

11. Enter/select the first day of the absence in the **Begin Date** field.



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12. Enter/select the last day of the absence in the **End Date** field.
13. The **Partial Days** field defaults to “None”. This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the **Partial Days** dropdown button and select from the following:
 - a. **All Days** – All days are partial days
 - b. **Start Day Only** – Only the start day is partial
 - c. **End Day Only** – Only the end day is partial
 - d. **None** – Default value. None of the days are partial days
 - e. **Start and End Days** – Both the start day and the end day are partial days

Note: If none of the absence days are partial hours, proceed to Step 14. For employees on a variable schedule, always select “**All Days**” and then enter the number of hours for the absence during Step 13.

The **Absence Event Input Detail** page refreshes based on the **Partial Days** field selection.

Absence Begin / End Data

*Begin Date 06/19/2020

End Date 06/19/2020

Original Begin Date 06/19/2020

Partial Days All Days ☒

All Days Hours ☐ All Days Are Half Days

14. Enter the number of hours in the applicable **Hours** field (**All Days Hours**, **Start Day Hours**, and/or **End Day Hours**).

Note: The number of hours entered should be equal to the number of absence hours for the partial day(s).

15. Scroll down to the bottom of the page.

Comments

OK Cancel Refresh

16. Click the **Comments** link.



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The **Absence Events Comments** page displays in a pop-up window.

The screenshot shows a pop-up window titled "Absence Event Comments". It has a close button (X) in the top right corner and a "Help" link. Below the title bar, there is a section labeled "Absence Event" and "Absence Event Comments". A large text area labeled "Comment" is provided for input. At the bottom, there are three buttons: "OK" (highlighted with a red box), "Cancel", and "Refresh".

17. Enter any notes pertaining to the absence event in the **Comment** field. This is not required.

Note: Information entered here is visible to anyone with access to this page.

18. Click the **OK** button.

The **Absence Event Input Detail** page returns.

The screenshot shows the "Absence Event Input Detail" page. It has a "Comments" section at the top with a text area and a "Refresh" button. Below this, there are three buttons: "OK" (highlighted with a red box), "Cancel", and "Refresh".

19. Scroll down to the bottom of the page and click the **OK** button.

The **Absence Event** page displays and the row is populated based on the data entered/selected on the **Absence Event Input Details** page.

The screenshot shows the "Absence Event" page. It has a header bar with "Absence Event" and navigation links. Below the header, there are fields for "Empl Record", "Through", "Name", and "Forecast". A "Refresh" button is also present. Below these fields, there is a table with columns: "Forecast Value", "Begin Date", "End Date", "Partial Hours", "Process Action", "Voided", "Original Begin Date", "Details", "Entry Source", and "Workflow Status". The table contains one row of data for "Service Leave" with dates "06/19/2020" and "06/19/2020", and a "Partial Hours" of "6.00". The "Entry Source" is "Administrator Absence Event" and the "Workflow Status" is "Needs Approval". A red box highlights the "Entry Source" and "Workflow Status" columns. At the bottom, there is a "Refresh" button.

20. If additional absence events need to be entered, click the **Add Row (+)** icon and repeat steps 5-19. If no other absence events need to be entered, proceed to Step 21.



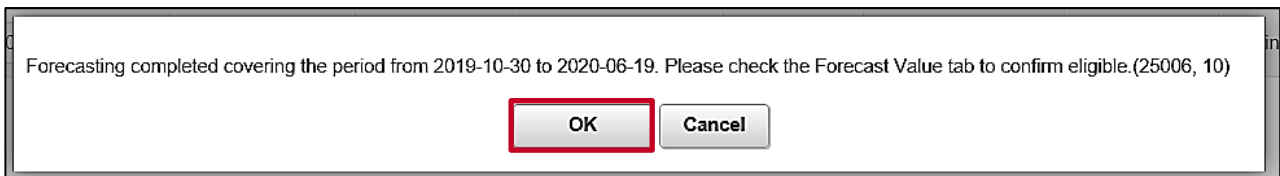
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Note: The **Entry Source** field defaults to “**Administrator Absence Event**” when an Absence Administrator enters an absence and this field cannot be changed. The **Workflow Status** field defaults to “**Approved**” when no additional approval is required based on the absence take type. While not all absence types require forecasting, you should always forecast the leave type entered. If you do not forecast and it is required, an error message displays indicating the information cannot be saved if forecasting is required. However, it is still recommended to forecast the absence event. If the absence event requires additional approval, the **Workflow Status** field defaults to “**Needs Approval**”.

21. Click the **Forecast** button.

A message displays in a pop-up window when the forecasting process is completed.



22. Click the **OK** button to close the message.

The **Absence Event** page refreshes to show the updated status in the **Workflow Status** field.

The screenshot shows the 'Absence Event' page for employee DANIEL COSTELLO. The 'Forecast Value' tab is selected and highlighted with a red box. The table below shows the absence details.

Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
Volunteer Service Leave	06/19/2020	06/19/2020	6.00	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	06/19/2020	Details	Administrator Absence Event	Approved

23. Click the **Forecast Value** tab to confirm that the employee is eligible.



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The **Forecast Value** tab displays.

Absence Event Entry Absence Event

Absence Event Entry | Forecast Messages

Employee ID: [] Empl Record: 0 Name: []
From: 03/19/2020 Through: 09/15/2020 Refresh Forecast

Absence Events 1-1 of 1 View All

Absence Take | **Process Status** | **Forecast Value** 11

Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	ELIGIBLE	06/17/2020 2:44PM	Forecast Details	+	-

Save Return to Search Notify Refresh

24. Click the **Forecast Details** link.

The **Absence Forecast Results** page displays in a pop-up window.

Absence Forecast Results × Help

Absence Event

Absence Forecast Results

Absence Take Element: CSL TAKE ELEM Begin Date: 06/19/2020
Absence Type: Vol Srv Lv End Date: 06/19/2020
Forecast Value: ELIGIBLE Forecast Date Time: 06/17/2020 2:44PM

Absence Forecast Result Details 1-3 of 3 View All

Forecast Results | Accumulator Results | User Keys 1-3 | User Keys 4-6 11

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
CSL TAKE ELEM	CSL ENT ELEM_BAL	Accumulatr	10.000000		
CSL TAKE ELEM	CSL FORECAST PAID	Accumulatr	6.000000		
CSL TAKE ELEM	CSL FORECAST UNPD	Accumulatr	0.000000		

Return



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25. Review the following information:

- Forecast Value** field: Verify a status of “**Eligible**”
- *** ENT ELEM_BAL** row: Displays the employee’s predicted balance after the absence take
- *** FORECAST PAID** row: Displays the forecasted number of paid absence hours for this absence event
- *** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this absence event

Note: For identification purposes, the “***” represents the absence take type (Element Code) and will be unique for each absence take type during your review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee’s absence entitlement balance (***** FORECAST UNPD** row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator’s responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is “**INELIGIBLE**”, it should be addressed.

26. Click the **Return** button.

The **Absence Event** page displays with the **Forecast Value** tab displayed.

The screenshot shows the 'Absence Event' page with the 'Forecast Value' tab selected. The page includes fields for Employee ID, Empl Record, Name, From, and Through dates. A table displays the forecasted absence event with columns for Absence Take, Description, Begin Date, End Date, Forecast Value, Forecast Date Time, and Forecast Details. The 'Save' button is highlighted with a red box.

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	ELIGIBLE	06/17/2020 2:44PM	Forecast Details

27. Click the **Save** button, once you have confirmed the employee is eligible for the leave. The absence has been successfully added for the employee and will be processed (if in the current or previous period) during the next run of the **Absence Calculation** process (scheduled to run daily). Future period absences are processed when that period is processed.

Modifying an Absence Request

1. To modify a current absence for an employee, navigate to the **Absence Event** page by following this path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event

The **Absence Event Search** page displays.

Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Case Sensitive


Limit the number of results to (up to 300):

300

Search

Clear

Basic Search

 Save Search Criteria

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee

3. Click the **Search** button.



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Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

Absence Event

Absence Event Entry | Forecast Messages

Employee ID: [] Empl Record: 0 Name: []
From: 03/19/2020 [] Through: 09/15/2020 [] Refresh Forecast

Absence Events ?

Q

Absence Take | Process Status | Forecast Value | II

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020 []	06/19/2020 []	6.00	Normal []	<input type="checkbox"/>	06/19/2020 []	Details

Save Return to Search Notify Refresh

4. Click the **Details** link for the absence event that needs to be modified.

The **Absence Event Input Detail** page displays in a pop-up window.

Absence Event Input Detail

Absence Event

Absence Event Input Detail

Absence Take: CSL TAKE ELEM [] Absence Type: Volunteer Service Leave
Absence Reason: SCA [] School Assistance Event Priority: 0
Entry Source: Administrator Absence Event Last Updated: 06/17/2020
Workflow Status: Approved Process Status: Not Processed
*Process Action: Normal [] Calendar Group ID: []
Voided Indicator: ☐ Process Date: []
Manager Approved: ☒ First Processed Date: []

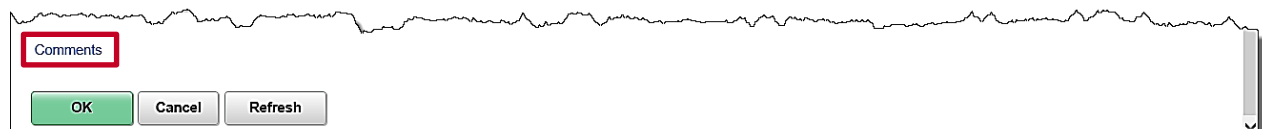
Absence Begin / End Data

*Begin Date: 06/19/2020 []
End Date: 06/19/2020 []
Original Begin Date: 06/19/2020 []
Partial Days: All Days []
All Days Hours: 6.00 ☐ All Days Are Half Days

5. Update the absence event as needed based on the following general update types:

Scenario	Action Required
Changing the start date	Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a full absence day
Changing the end date	Update the End Date field. Update the Partial Days and Partial Hours fields as needed if the new end day will not be a full absence day
Changing a partial day to a full day	Update the Partial Days field
Changing a full day to a partial day	Update the Partial Days and Partial Hours fields
Reason selected is not accurate	Update the Absence Reason field by selecting the appropriate reason code.

6. Scroll down to the bottom of the page.



7. Click the **Comments** link.

The **Absence Events Comments** page displays in a pop-up window.



8. Enter the reason for the change in the **Comments** field.



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Note: Information entered here is visible to anyone with access to this page.

9. Click the **OK** button.

The **Absence Event Input Detail** page returns.

Comments

OK Cancel Refresh

10. Click the **OK** button.

The **Absence Event** page returns and the row is updated based on the changes made on the **Absence Event Input Details** page.

Absence Event

New Window | Help | Personalize Page

Empl Record 0 Name [Redacted]
Through 09/15/2020 Refresh Forecast

1-1 of 1 View All

*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
06/19/2020	06/19/2020	7.00	Normal	<input type="checkbox"/>	06/19/2020	Details	Administrator Absence Event	Approved	+	-

11. Click the **Forecast** button.

A message displays in a pop-up window when the forecasting process is completed.

Forecasting completed covering the period from 2019-10-30 to 2020-06-19. Please check the Forecast Value tab to confirm eligible.(25006, 10)

OK Cancel

12. Click the **OK** button to close the message.



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The **Absence Event** page returns.

Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
Volunteer Service Leave	06/19/2020	06/19/2020	7.00	Normal	<input type="checkbox"/>	06/19/2020	Details	Administrator Absence Event	Approved

13. Click the **Forecast Value** tab to confirm that the employee is eligible.

The **Forecast Value** tab displays.

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	ELIGIBLE	06/17/2020 3:28PM	Forecast Details

14. Click the **Forecast Details** link.



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TA374 Entering and Modifying Absences

The **Absence Forecast Results** page displays.

Absence Forecast Results

Absence Event

Absence Forecast Results

Absence Take Element CSL TAKE ELEM

Absence Type Vol Srv Lv

Forecast Value ELIGIBLE

Begin Date 06/19/2020

End Date 06/19/2020

Forecast Date Time 06/17/2020 3:28PM

Absence Forecast Result Details

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
CSL TAKE ELEM	CSL ENT ELEM_BAL	Accumulatr	9.000000		
CSL TAKE ELEM	CSL FORECAST PAID	Accumulatr	7.000000		
CSL TAKE ELEM	CSL FORECAST UNPD	Accumulatr	0.000000		

Return

15. Review the following information:

- Forecast Value** field: Verify a status of **"Eligible"**
- *** ENT ELEM_BAL** row: Displays the employee's new balance after the update to the absence event
- *** FORECAST PAID** row: Displays the forecasted number of paid absence hours for this updated absence event
- *** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this updated absence event

Note: For identification purposes, the "****" represents the absence take type (Element Code) and will be unique for each absence take type during your review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee's absence entitlement balance (***** FORECAST UNPD** row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator's responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is **"INELIGIBLE"**, it should be addressed.

16. Click the **Return** button.



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The **Absence Event** page returns with the **Forecast Value** tab displayed.

< Absence Event Entry

Absence Event

Absence Event Entry

Forecast Messages

Employee ID

Empl Record 0

Name

From 03/19/2020

Through 09/15/2020

Refresh

Forecast

Absence Events

1-1 of 1

View All

Absence Take

Process Status

Forecast Value

Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	ELIGIBLE	06/17/2020 3:28PM	Forecast Details	+	-

Save

Return to Search

Notify

Refresh

- Click the **Save** button, once you have confirmed the employee is eligible for the leave. The absence has been successfully modified for the employee and will be processed during the next run of the **Absence Calculation** process (scheduled to run daily).



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Deleting an Absence Request

1. Navigate to the **Absence Event** page by following this path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event

The **Absence Event Search** page displays.

Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼


☐ **Case Sensitive**

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



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- Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

Absence Event

Absence Event Entry | Forecast Messages

Employee ID Empl Record 0 Name
From 03/19/2020 Through 09/15/2020

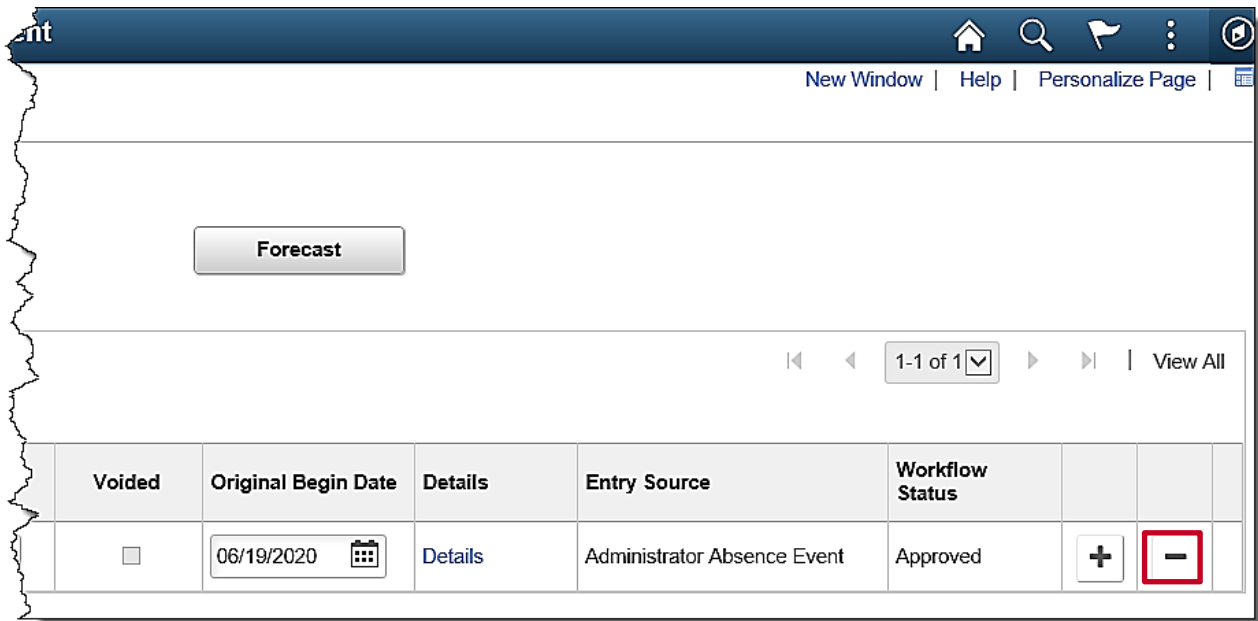
Absence Events ?

| Process Status | Forecast Value |




*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided
CSL TAKE ELEM <input type="button" value="Q"/>	Volunteer Service Leave	06/19/2020	06/19/2020	7.00	Normal <input type="button" value="v"/>	<input type="checkbox"/>

- Scroll to the right side of the page.

The remainder of the **Absence Event** page displays.



The screenshot shows a web application interface for managing absences. At the top, there is a navigation bar with a home icon, a search icon, a flag icon, and a menu icon. Below the navigation bar, there are links for "New Window", "Help", and "Personalize Page". The main content area features a "Forecast" button. Below this, there is a table with the following columns: "Voided", "Original Begin Date", "Details", "Entry Source", "Workflow Status", and two empty columns. The table contains one row of data for an absence event. The "Delete row (-)" icon in the last column of the row is highlighted with a red box.

Voided	Original Begin Date	Details	Entry Source	Workflow Status		
<input type="checkbox"/>	06/19/2020 	Details	Administrator Absence Event	Approved		

- Click the **Delete row (-)** icon for the applicable absence.

Note: The **Delete row (-)** icon is only visible and available if the absence has not yet been processed by the regularly scheduled **Absence Calculation** process.

A **Delete Confirmation** message displays in a pop-up window.



The screenshot shows a "Delete Confirmation" pop-up window. The text inside the window reads: "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Below the text, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

- Click the **OK** button to confirm the deletion.



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The **Absence Event** page refreshes with the absence event removed.

[< Homepage](#)

Absence Event

Absence Event EntryForecast Messages

Employee ID Empl Record 0 Name
From 03/19/2020 Through 09/15/2020

Absence Events ?

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>	<input type="checkbox"/>

Note: When an absence is deleted, a record of the request or event does not remain in Cardinal. Cardinal will automatically adjust the employee's absence entitlement balance if the absence was previously deducted from the balance during the next run of the **Absence Calculation** process (scheduled to run daily).



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Voiding an Absence Request or Event

1. Navigate to the **Absence Event** page by following this path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event

The **Absence Event** page displays.

Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

300

Search

Clear

Basic Search

Save Search Criteria

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee

3. Click the **Search** button.
4. Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.



Time & Attendance Job Aid

TA374 Entering and Modifying Absences

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

< Homepage **Absence Event**

Absence Event Entry | Forecast Messages

Employee ID [] Empl Record 0 Name []
From 03/19/2020 Through 09/15/2020 Refresh Forecast

Absence Events ?

Search []

Absence Take | Process Status | Forecast Value | Filter

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	7.00	Normal	<input type="checkbox"/>	06/19/2020	Details

Save | Return to Search | Notify | Refresh

5. Click the **Process Action** dropdown button and select “**Void**” from the dropdown list.

6. Click the **Save** button.

The **Absence Event** page refreshes.

New Window | Help | Personalize Page

Empl Record 0 Name []
Through 03/03/2021 Refresh Forecast

1-1 of 1 | View All

Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
06/19/2020	06/19/2020	7.00	Void	<input checked="" type="checkbox"/>	06/19/2020	Details	Administrator Absence Event	Voided

Note: When an absence is voided, the **Voided** checkbox will be checked once the void is processed by the Absence Calculation process and a record of the request or event remains in Cardinal.